

Los Alamos
NATIONAL LABORATORY
memorandum
Security and Safeguards Division

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Phone/FAX: 7-5911/5-3810
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**SUBJECT: NEW REQUIREMENTS FOR EMPLOYEE INFORMATION
SYSTEM (EIS) RECORDS**

Background

As part of the Laboratory's effort to enhance security, a new Badging System will be activated shortly. Not only will this new system produce higher quality badges but the administrative infrastructure will be strengthened as well.

We anticipate the rebadging effort will take a number of months to complete. During that time, the older green badges will still remain active until all have been replaced.

Requirements

The new Badging System includes many new or enhanced business rules. These rules include:

1. As a condition for working at the Laboratory, all personnel [UC employees, contract labor employees, LANL affiliates, LANL associates, external subcontractors, and some visitors] must have a badge.
2. No one will be issued a badge with his or her name on it unless the following data for that person has been entered in the Laboratory's Employee Information System (EIS):
 - Z number
 - Personal name (including nickname, if it will be used on the badge)
 - Social security number (U.S. citizens only)
 - Citizenship
 - Date of birth
 - Employer
 - Termination date (if applicable)

The Badge Office will not be able to issue a badge unless the information is complete and in EIS. The Badging System--not the Badge Office staff--will verify the completeness of the data and enforce the rules.

3. Once the new system begins to issue badges, any current Laboratory worker or visitor with incomplete EIS data will not be able to obtain any badging services (e.g., issuance of a temporary badge or replacement/renewal of a badge) until his/her record has data for the required fields listed above.

4. Two working days after issuance of this memo, EIS will be modified to make certain fields mandatory (some have previously been optional for some workers). Thus a user who updates other information in an EIS record after that date may have to supply the following information for the person:
 - Date of birth
 - Social security number (U.S. citizens only)
 - Citizenship
5. The new Badging System requires that any Laboratory individual working under a date-limited agreement (e.g., contract, limited-term appointment, affiliate agreement) must have an expiration date on his/her badge corresponding to that date or to his/her termination date, whichever comes first. As a prerequisite for being issued a badge, **all subcontractor employees must supply their company name and contract number to the Badge Office.**

Suggestions and Help

The new Badging System will require the concerted effort of a lot of people. Here are some suggestions on how to prepare for the effort.

1. **Find out the people in your organization who have missing data.**

Two personnel reports in the Data Warehouse have been developed to provide this information.

All Required EIS Data Records: lists relevant data for the selected individuals.

Incomplete EIS Data Records: lists those individuals who are missing required data.

To find these reports, open your Internet browser, go to the [Data Warehouse](#), choose the Personnel category, then choose the Required EIS Data subfolder.
2. **Gather the missing information from personnel.**

The changes to required information are necessary to obtain a new badge and to meet the Department of Energy requirements.
3. **Enter the information in EIS.**

You may not be able to enter all of the information because some fields (e.g., birth date, social security number) require special authority to enter. Here is a list of organizations and contacts who may be able to help you:

 - UC employees: group office administrator
 - Name changes: Payroll Team (7-4594)
 - Contract employees: Jan Faught or Carol Collins (7-7930)
 - Affiliates: Grace Archuleta or Valerie Trujillo (5-0760)
 - Associates: Brenda Montoya (7-4866)
 - Consultants: Dorothy Apodaca (7-8534)
 - Employees assigned to other special programs (individual who normally takes care of personnel-related issues for the programs)

- JCNNM employees: JCNNM Human Resources (7-4266)
- PTLA employees: Randy Wolfe (7-7884)
- Non-Lab people (e.g., vendors) not previously mentioned: group office administrator
- Visitors: Badge Office (7-6901)
- Authorities: your line manager can assign the necessary authorities [EIA Consulting (5-4444, option 2) can assist line managers in assigning authorities]

More Help:

- **EIS Frequently Asked Questions :**
<http://eiprod.lanl.gov/faqs.htm>